



Agenda2

User Manual

Contents

1. User Interface	5
2. Quick Start	6
3. Creating an agenda	10
3.1. <i>Adding and removing categories</i>	<i>10</i>
3.2. <i>Adding and removing meetings</i>	<i>10</i>
3.3. <i>Adding and removing sessions</i>	<i>11</i>
3.4. <i>Adding and removing agenda items</i>	<i>12</i>
4. Setting up a meeting	15
4.1. <i>Meeting Details</i>	<i>15</i>
4.2. <i>Themes and participants</i>	<i>15</i>
5. Advanced editing of agenda items	17
5.1. <i>Constraining agenda items</i>	<i>17</i>
6. Defining the look of the agenda	19
6.1. <i>Define the meeting look</i>	<i>19</i>
6.2. <i>Layout the sessions</i>	<i>20</i>
6.3. <i>Ordering the items</i>	<i>21</i>
7. Comments and Minutes	23
8. Imports, Exports and Archives	25
9. Preferences	26
9.1. <i>General Preferences</i>	<i>26</i>
9.2. <i>Themes</i>	<i>26</i>
9.3. <i>Rendering</i>	<i>26</i>
9.4. <i>Date / Time</i>	<i>26</i>
9.5. <i>HTML</i>	<i>27</i>
9.6. <i>Company</i>	<i>27</i>

9.7. Layouts	27
9.8. Email	27
10.Layouts	28
10.1. Introduction	28
10.2. Editing and creating Layouts	28
10.3. Basic Template Syntax	28
10.4. Formatters	30
10.5. Meeting commands	30
10.6. Meeting Settings Commands	31
10.7. Session Commands	32
10.8. Session Settings Commands	33
10.9. Agenda Item Commands	34

1. User Interface



1

The *Content Tree* allows access to all your defined categories, subcategories, and their meetings. For each meeting, you can access any defined sessions. Categories, meetings and sessions can be rearranged here.

2

The *Toolbar* allows quick access to the common features of creating new categories, meetings and sessions, as well as opening the an agenda preview window for the selected meeting.

3

The *Editor* area. Here you have access to the content of the selected meeting of session. When in display mode, you have access to the display settings for meetings and sessions.

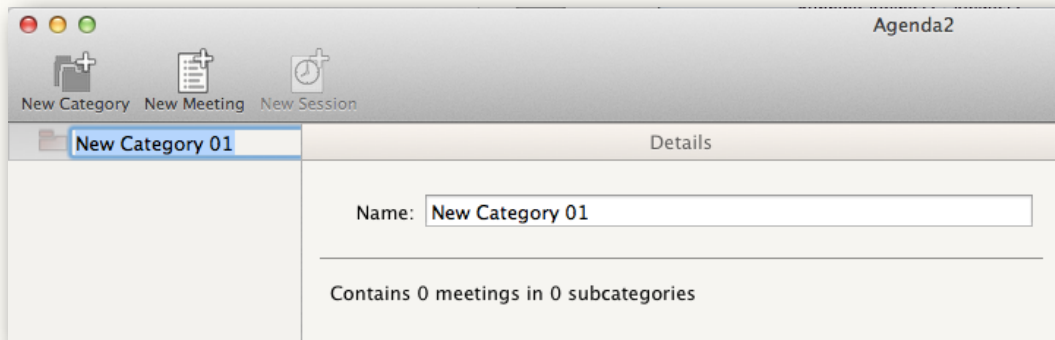
4

The *Preview Panel* shows a live rendered agenda for the currently selected meeting. Here you can also select the layout used to generate the agenda and quickly export to html or print the agenda.

2. Quick Start

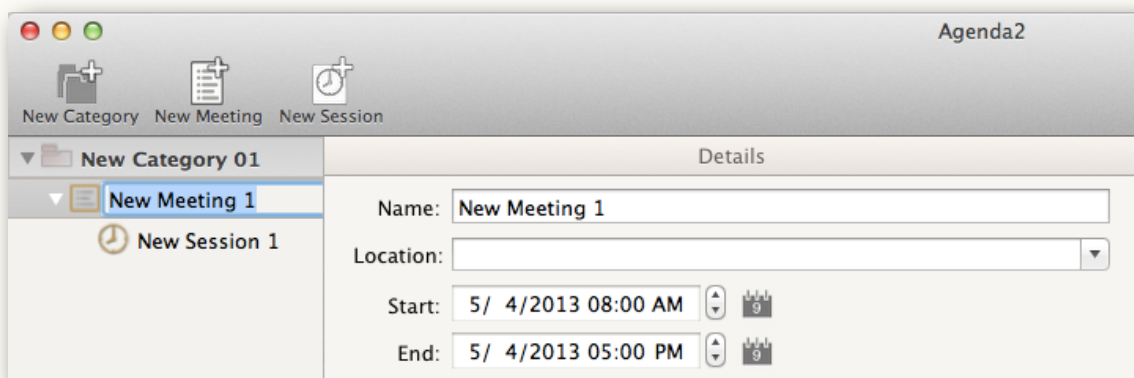
1. Create a new category

Meetings can only be added to categories. To create a new category, click on the “New Category” toolbar button, or select “File->New Category”, or hit shift-cmd-N. You can then set the category name directly in the tree outline or in the editor pane.



2. Create a new meeting

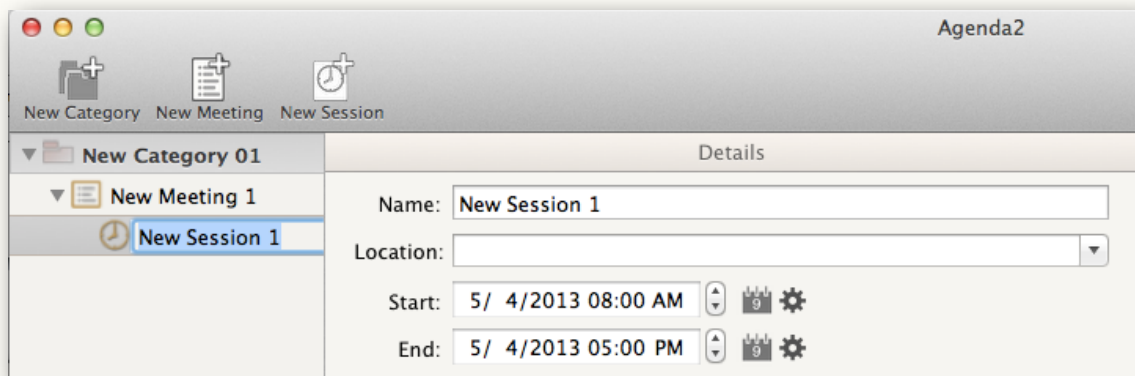
Having created a category, a new meeting can be added to that category. Select the category and click the “New Meeting” toolbar icon. You can also add a meeting via the menu item “Meeting->New Meeting”, or via the keyboard shortcut cmd-N.



With the default settings, a new meeting will be created containing a single session. You can now set the name of the meeting, either directly in the tree outline or in the editor panel. You can also set other basic properties of the meeting, for example, the location, start and stop times.

3. Create a new session

With the default settings, Agenda2 already created a new session for you when you created your new meeting. That feature can be switched off in the preferences. To create a new session yourself, select a meeting in the tree outline and click the “New Session” toolbar button (or select the menu item “Meeting->New Session”, or use the keyboard shortcut `alt-cmd-N`).



Having created the new session, you can then edit its name and set the location of the session (this will be inherited from the meeting if the meeting has a location at the time of creating the session). The start and stop time of the session will default to the start and stop time of the meeting. You can edit the start and stop time either directly in the editor pane, or by clicking the “select” button to open a graphical date/time editor.

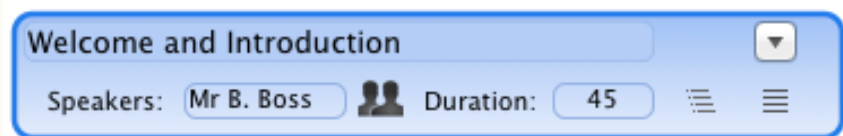
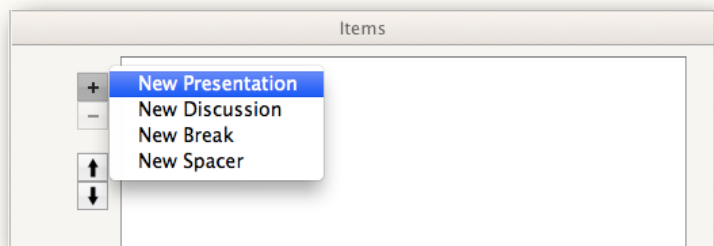
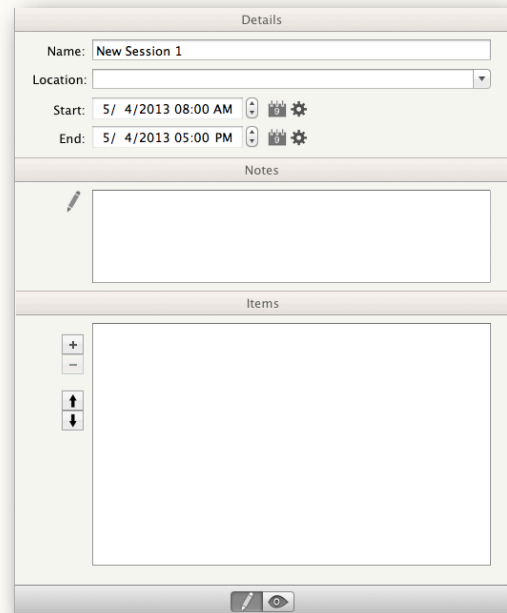
4. Add agenda items

With a session selected in the tree outline, the editor pane shows the various properties of a meeting session that can be edited. The main property is the list of agenda items in the session. This is where you add, edit and arrange individual agenda items.

Agenda2 supports 4 different kinds of items: presentations, discussions, break items, and spacers. Adding new agenda items can be done via the “New Item” button or via the menu items under the “Meeting” menu. For example, let’s add a new presentation to the session. Click the “New Item” button and select “New Presentation”.

A presentation item will now appear in the Session Items list. The basic properties of the presentation can now be edited directly in the list. For example, you can set the title of the presentation, the speaker and the duration. Further properties of the agenda items can be configured by clicking the “edit” button. See the section [“Advanced editing of agenda items”](#) for further details.

Go ahead and add further agenda items and set their basic properties: title, speaker, and duration. A quick way to create a new presentation is just to duplicate an existing one using the keyboard shortcut cmd-D. You can rearrange agenda items by selecting them and using the “up” and “down” arrows to the left of the item list. To select multiple agenda items, hold down the cmd key and select items with the mouse. You can also drag-and-drop items to rearrange them.



5. Preview the agenda

A preview of the agenda for the currently selected meeting is shown in the right most panel of the main window. In addition, you can open a separate preview window containing your agenda at any time by clicking the “View Agenda” toolbar button, or via the menu item “Meeting->View Agenda”, or by using the keyboard shortcut cmd-R.



Annual Conference 2012

Location: Long Beach

5/4/12 08:00 AM to 9/4/12 05:00 PM

This is the 2012 conference on Creative Agendas held in the resort of Umpa Lumpa in Long Beach.

Day 1: 5/4/12, (08:00 AM – 05:00 PM)

Location: Seminar Room 1a

The first day of the spring conference on Creative Agendas.

08:00 AM – 08:45 AM	Welcome and Introduction	Mr B. Boss	[45']
08:45 AM – 09:30 AM	The state of the union	A. N. Underling	[45']
09:30 AM – 10:00 AM	Current Activities	J. Blogs	[30']
10:00 AM – 10:30 AM	Coffee Break		[30']
10:30 AM – 12:30 PM	Review of last meeting	All	[120']
12:30 PM – 02:00 PM	Lunch		[90']
02:00 PM – 04:00 PM	Going Forward	All	[120']
04:00 PM – 04:20 PM	Coffee Break		[20']
> 04:20 PM – 05:20 PM	Critical Review	I. Plod	[60']

Day 2: 6/4/12, (08:00 AM – 05:00 PM)

Location: Seminar Room 1a

The second day of the spring conference on Creative Agendas.

08:00 AM – 08:45 AM	Analytical Agendas	P. Sprig	[45']
08:45 AM – 09:30 AM	Who needs agendas?	Dr S. Ceptic	[45']
09:30 AM – 10:00 AM	Forming the perfect agenda	K. Smith	[30']
10:00 AM – 10:20 AM	Coffee Break		[20']
10:20 AM – 11:20 AM	Review of last meeting	All	[60']

Day 3: 7/4/12, (08:00 AM – 05:00 PM)

Layout agenda ↕

From the agenda preview, you can print the agenda (for example, to PDF), or you can directly save an HTML version of the agenda for posting on-line. More detailed configuration of the final rendered agenda is discussed in the help section “[Configuring Agenda2](#)”.

3. Creating an agenda

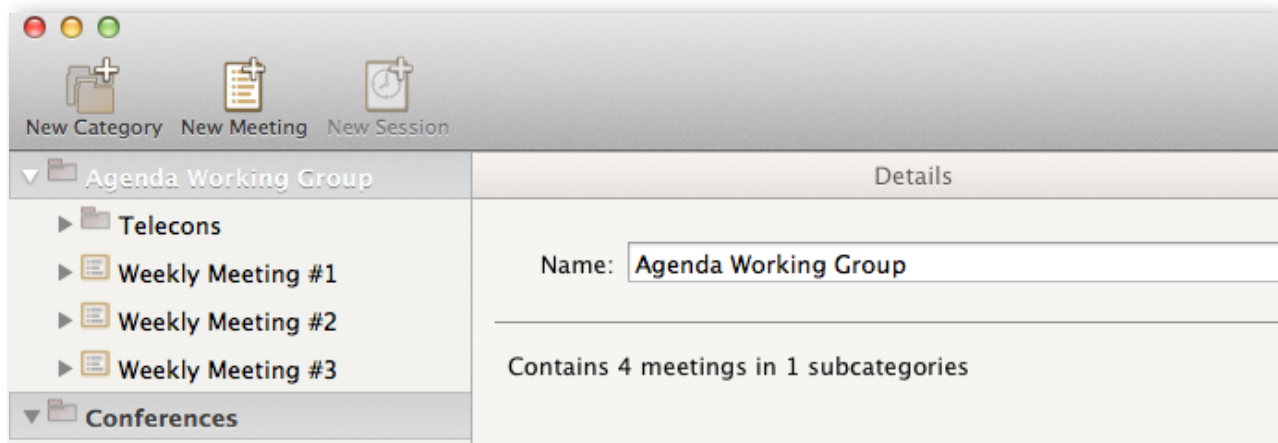
In Agenda2, an agenda is associated to a particular meeting and meetings are arranged in categories. The following sections describe the different ways in which you can build up agendas by defining categories, meetings and then sessions within those meetings. Finally, agenda items (such as presentations and discussions) can be added to the different sessions.

3.1. Adding and removing categories

To add a new category, you can do one of:

1. click the “New Category” toolbar button;
2. select the menu item “File->New Category”;
3. use the keyboard shortcut `shift-cmd-N`.

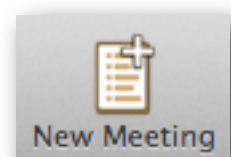
When a new category is added, its name can be edited in the editor pane. There you can also see a summary of the number of sub-categories and meetings that a category contains.



To delete an existing category and all of the meetings and sub-categories it contains, select the category and hit `cmd-delete`, or select the menu item “Edit->Delete”.

3.2. Adding and removing meetings

In Agenda2, meetings can be added to categories. To add a meeting, select an existing category and click on the “New Meeting” toolbar button.



When a new meeting is created, the details of the meeting appear

in the editor pane. There you can edit:

1. The name/title;
2. The location;
3. The start date/time;
4. The end date/time;
5. The themes in the meeting;
6. The participants of the meeting;
7. Additional notes.

Further details about configuring the meeting can be found in section [“Setting up a Meeting”](#).

Deleting Meetings

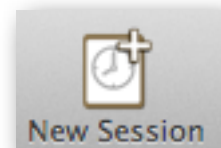
To delete an existing meeting and all of its sessions, select the meeting and hit cmd-delete, or select the menu item “Edit->Delete”.

3.3. Adding and removing sessions

Each meeting in Agenda2 can have multiple sessions. Each session is meant to represent a block of time within a meeting. For example, each day of a meeting could be represented by a session in Agenda2, or you could have sessions for mornings and afternoons, or even parallel sessions to be held in different locations.

To add a new session to an existing meeting, select the meeting and do one of the following:

1. Click the “New Session” toolbar button
2. Select the menu item “Meeting->New Session”
3. Use the keyboard shortcut alt-cmd-N



You can also copy and paste sessions from other meetings, or duplicate existing sessions and drag them in to place.

When the final agenda is rendered, the sessions are displayed in the order they appear in the tree outline. You can reorder the sessions within a meeting by just dragging them to the position you want.



Drag sessions with the mouse to reorder them within the meeting, or even move them from one meeting to another.

3.4. Adding and removing agenda items

Agenda2 support 4 different kinds of agenda items: presentation items, discussion items, break items and spacer items.

Presentation Items

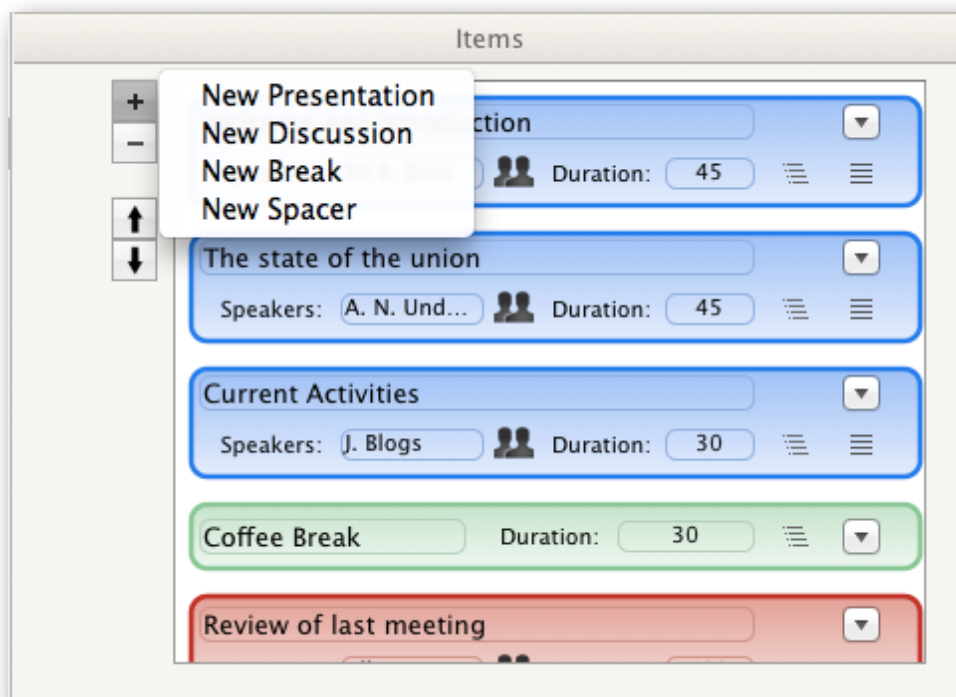
Presentation items have various properties that you can set. The following table describes each of them:

Property	Description
Title	The title for the presentation. This title will appear in the final agenda.
Duration	The total duration for the presentation in minutes. This will be split in to speaking time and discussion time in the final agenda.
Discussion Time	The time (in minutes) allocated for discussion following the presentation. This is subtracted from the total time in the final agenda.
Speaker	The name of the speaker.
Theme	The theme this presentation belongs to. If the agenda is colored by theme, then the entries for this presentation will appear in that color in the final agenda.
Constraint	The start or end time of the presentation can be constrained to occur at a given time. See the section "Advanced editing of agenda items" for more details.

Minutes	Minutes can be entered for a presentation item. These minutes can then be displayed in the final agenda. See the section "Advanced editing of agenda items" for more details.
Comments	Comments can be entered for a presentation item. These comments can then be displayed in the final agenda. See the section "Advanced editing of agenda items" for more details.

To add a presentation item, select a session and use one of the following methods:

1. Click on the “New Item” button and select “New Presentation” from the popup menu.
2. Select the menu item “Meeting->New Presentation”
3. Use the keyboard shortcut ctrl-cmd-P.



To remove one or more agenda items, select them in the item list and select the menu item “Meeting->Delete Selected Items” or use the keyboard shortcut cmd-delete.

Discussion Items

Discussion items are very similar to presentation items: they just lack a “discussion time” property. They are meant to indicate periods of discussion in a meeting agenda.

To add a discussion item, select a session and use one of the following methods:

1. Click on the “New Item” button and select “New Discussion” from the popup menu.
2. Select the menu item “Meeting->New Discussion”
3. Use the keyboard shortcut ctrl-cmd-D

Break Items

Break items are placeholders for coffee breaks, lunch breaks, etc. As with presentation and discussion items, they can be themed and constrained to occur at particular times.

To add a break item, select a session and use one of the following methods:

1. Click on the “New Item” button and select “New Break” from the popup menu.
2. Select the menu item “Meeting->New Break”
3. Use the keyboard shortcut ctrl-cmd-B.

Spacer Items

Spacer items can be used to insert periods of unallocated time during an agenda. For properties, they only have a duration, a theme, and comments.

To add a spacer item, select a session and use one of the following methods:

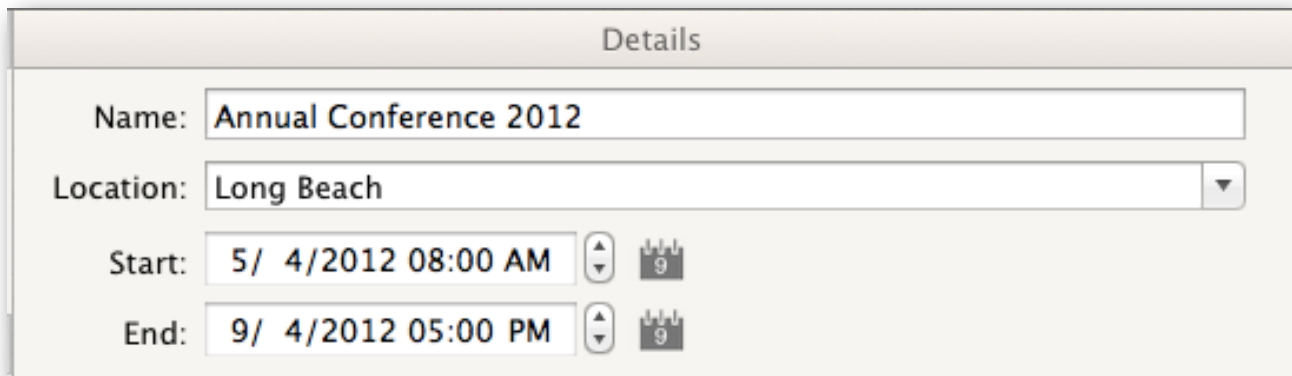
1. Click on the “New Item” button and select “New Spacer” from the popup menu.
2. Select the menu item “Meeting->New Spacer”
3. Use the keyboard shortcut ctrl-cmd-S.

4. Setting up a meeting

Before adding sessions to a meeting and items to a session, there are some aspects of the meeting that you can configure.

4.1. Meeting Details

The main details of the meeting are the name, location, start and end dates. These are all entered in the upper section of the meeting editor pane:



The screenshot shows a window titled "Details" with the following fields:

- Name:** Annual Conference 2012
- Location:** Long Beach (with a dropdown arrow)
- Start:** 5/ 4/2012 08:00 AM (with a small calendar icon)
- End:** 9/ 4/2012 05:00 PM (with a small calendar icon)

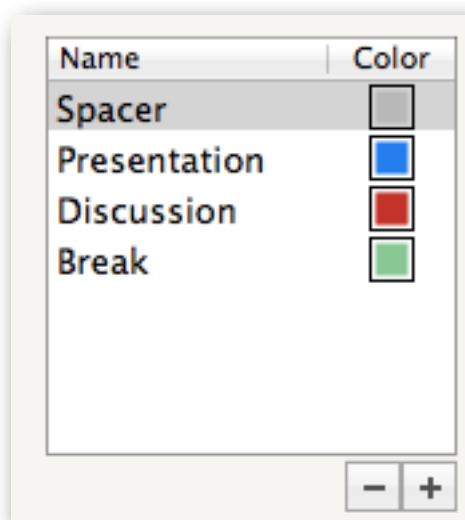
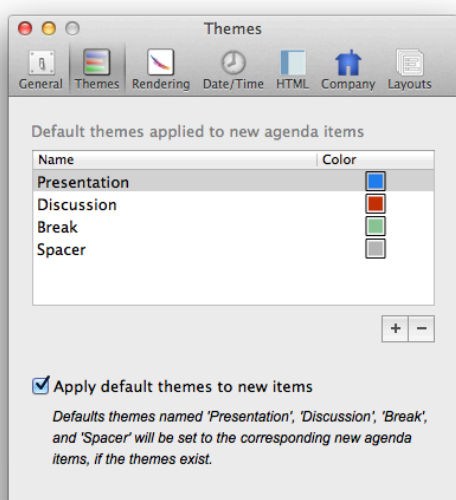
The location entry also has a drop down menu which will allow you to select from any location which is currently defined for any other meeting. Alternatively, just type a new location in the text field.

The start and end dates can be entered directly on the simple date entry fields, or, if you click the small calendar button, you can pick the date and time from a calendar and clock view.

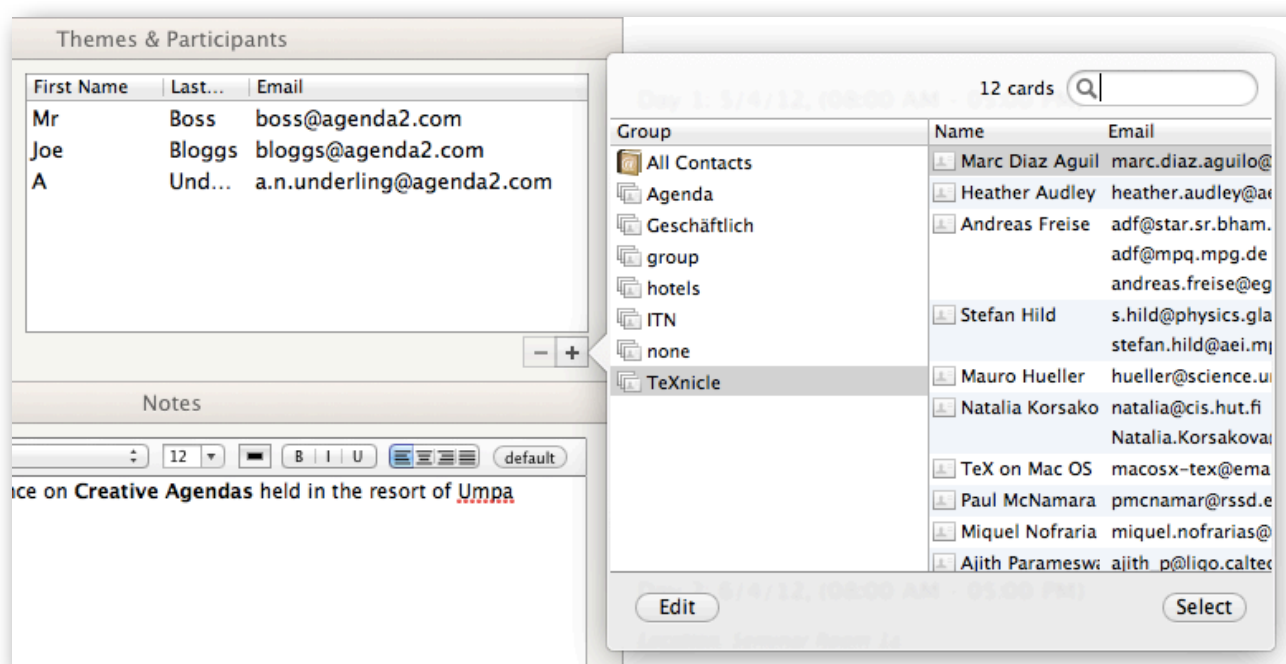
4.2. Themes and participants

The next section on the meeting editor deals with themes and participants.

Meetings can have different themes which can be applied to items in the agenda. When a new meeting is created, it gets the default set of themes which is specified in the preferences. The figures below show the default themes as specified in the preferences (left) and the default themes added to a new meeting upon creation (right).



Next to the themes table you will find the participants table. Participants of a meeting can be chosen directly from your OS X Address Book. To add a participant, simply click the “+” button under the participants table to reveal your contacts list:

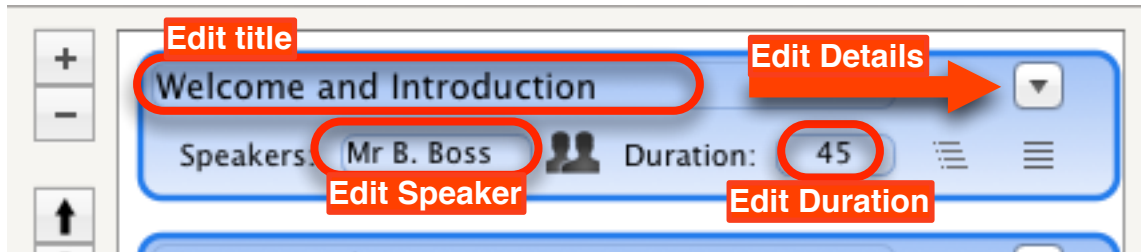


You can then select people in the list and click the “Select” button to add them as a participant of the meeting. If a participant is not already in your address book, click the “Edit” button to open Contacts, and add the person there, then select them in Agenda and add them to the meeting.

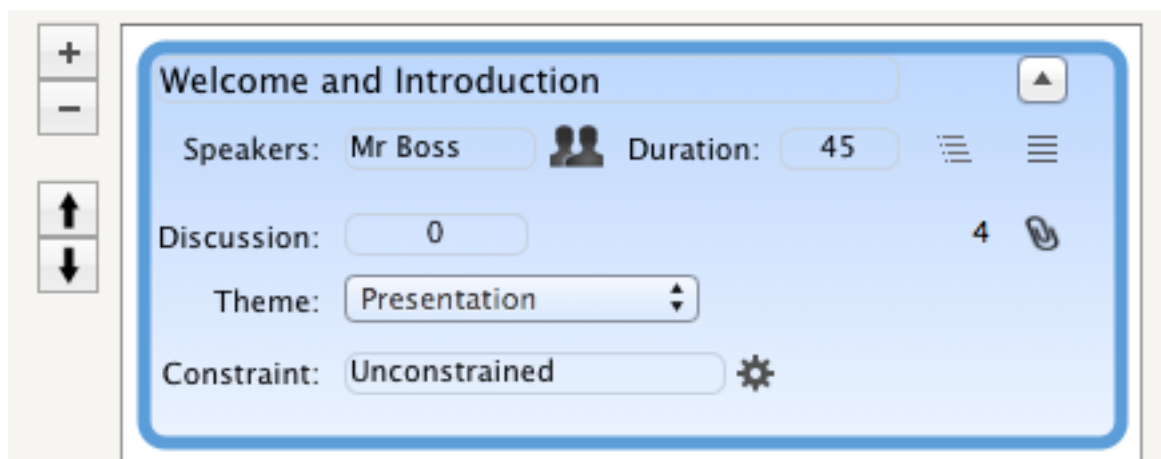
When selecting speakers for agenda items, you can easily select from the list of meeting participants. The participants will also automatically be recipients of the final email if you use the “Email Agenda...” menu item.

5. Advanced editing of agenda items

The basic details of an agenda item, its title, speaker (if applicable) and duration, can be edited directly in the item list. Further details of the agenda item can be revealed by clicking the “Edit Details” button on the agenda item.



You should then see an expanded view of the agenda item like the one shown below.

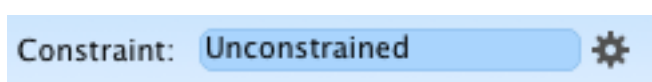


There you can edit additional properties, like setting the item's theme, or constrain the item to start or stop at a particular time.

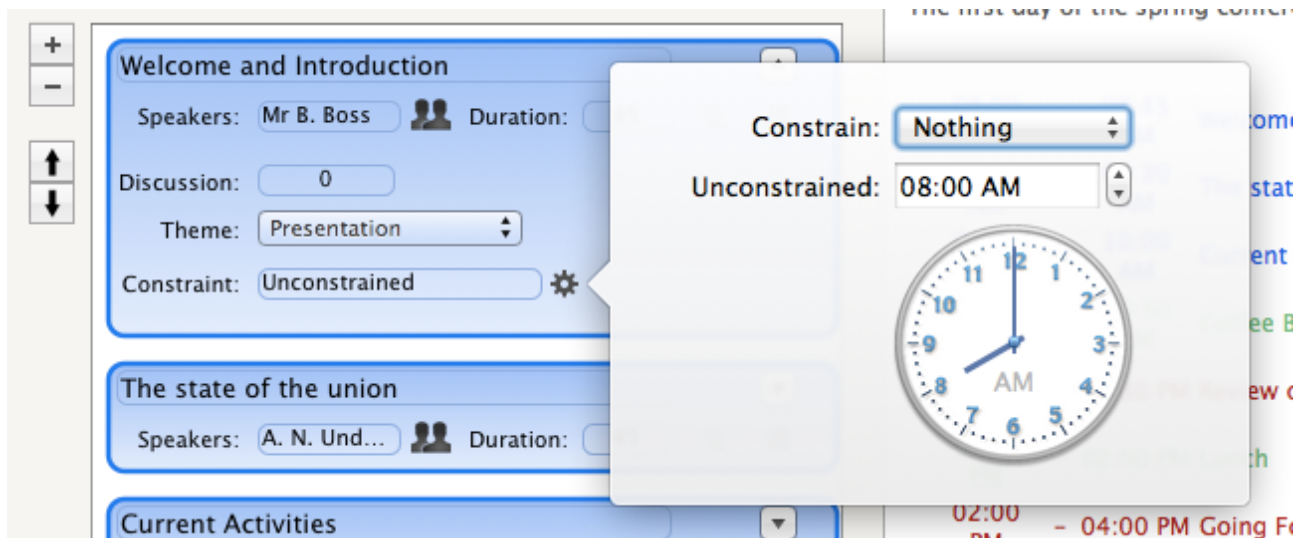
5.1. Constraining agenda items

Agenda items can be constrained to start or stop at a particular time. Depending on the final layout chosen, constrained items are visually identified in the final agenda. In addition, items which follow a constrained item, have appropriate times assigned to them.

To constrain an item, click the edit button  on the item in question to reveal the advanced settings. From there, access the constraint panel by clicking on the edit button next to the constraint display:



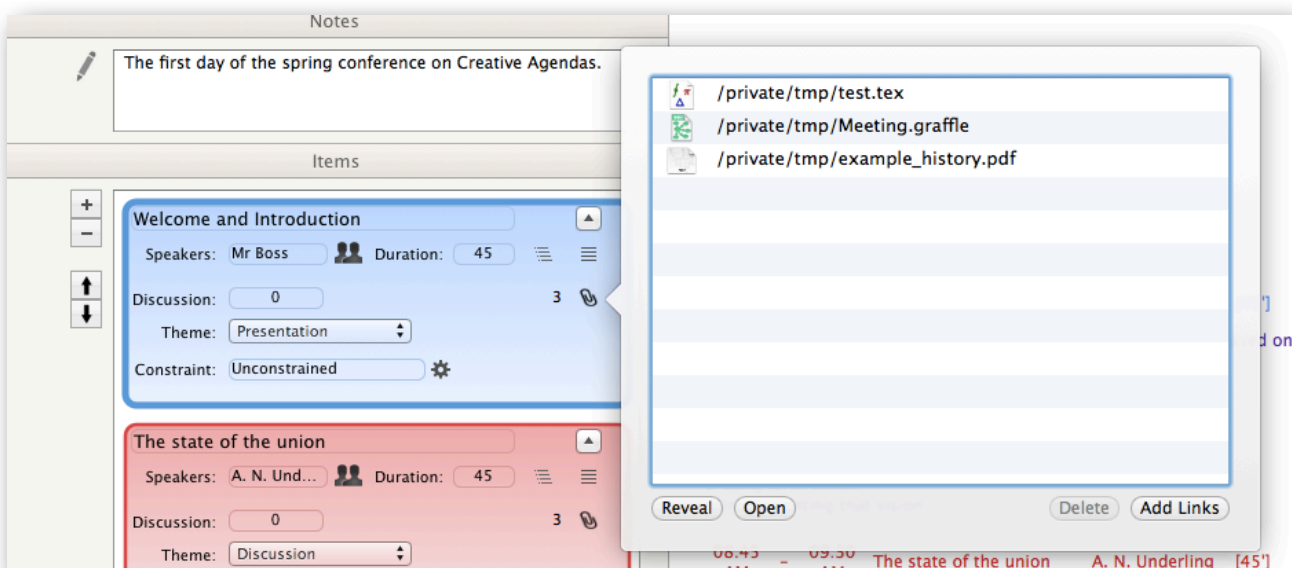
You should see a popup panel like the one below:



You can now set the item to be constrained to start at a particular time, or to end at a particular time. This will be reflected in the final rendered agenda.

5.2. Linking Files

You can link files on your computer to particular agenda items, allowing you to quickly retrieve files associated with particular events. For example, you may want to link a presentation file to an agenda item. To link a file, click the 'links' button  to show the file links popup. From there you can select files to link to the agenda item.

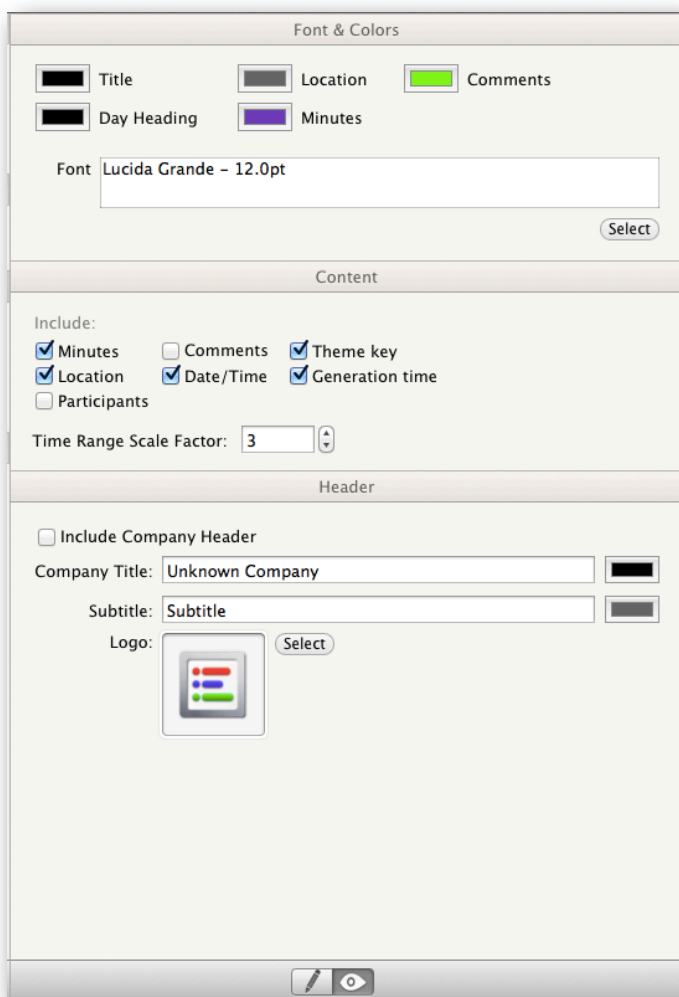


6. Defining the look of the agenda

Agenda2 has a large number of options for defining the look of the final agenda. In addition to the display options, a layout for the agenda can be selected. (You can also create your own layout: see the section “Layouts” for more details.)

6.1. Define the meeting look

Each meeting has a number of settings that affect the look of the final agenda. These can be found on the Meeting View Editor, which you can get to by selecting a meeting, then click the “view” mode under the editor: 



The Meeting View Editor dialog box is divided into three main sections: Font & Colors, Content, and Header.

Font & Colors: This section allows you to define the colors for different text elements in the meeting, as well as the font used. It includes color pickers for Title, Location, Comments, Day Heading, and Minutes. A font selection box shows "Lucida Grande - 12.0pt" with a "Select" button.

Content: This section allows you to include different elements of a meeting, for example whether minutes of agenda items should be included, or whether a list of participants should appear on the agenda. It includes checkboxes for Minutes, Location, Participants, Comments, Date/Time, Theme key, and Generation time. A "Time Range Scale Factor" is set to 3.

Header: This section allows you to define a header for the final agenda. It includes an "Include Company Header" checkbox, a "Company Title" field (set to "Unknown Company"), a "Subtitle" field (set to "Subtitle"), and a "Logo" field with a "Select" button.

In the top section you can define the colors for different text elements in the meeting, as well as the font used.

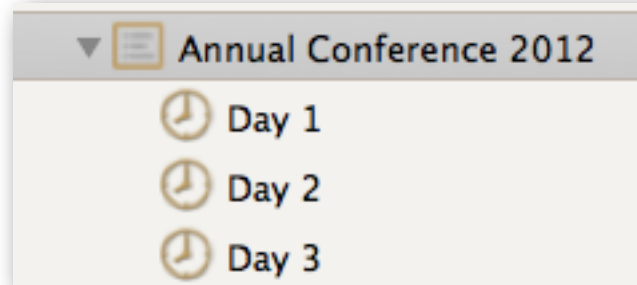
The middle section allows you to include different elements of a meeting, for example whether minutes of agenda items should be included, or whether a list of participants should appear on the agenda.

Finally, the bottom section allows you to define a header for the final agenda. Enter a company title, a subtitle, and select a company logo, then click the “Include Company Header” to have the header appear at the top of the agenda.

Note: not all of these settings have an effect in all layouts.

6.2. Layout the sessions

The sessions will appear in the final agenda according to their position in the navigator tree:



In the example above, the session “Day 1” will appear above session “Day 2”, and so on.

In the final agenda, sessions are laid out according to the template. For example, below you see two possible layouts in action:

Agenda	Column	
Day 1: 5/4/12, (08:00 AM – 05:00 PM) <i>Location: Seminar Room 1a</i> The first day of the spring conference on Creative Agendas. 08:00 AM – 08:45 AM Welcome and Introduction Mr Boss [45'] 08:45 AM – 09:30 AM The state of the union A. N. Underling [45'] 09:30 AM – 10:00 AM Current Activities J. Blogs [30'] 10:00 AM – 10:30 AM Coffee Break [30'] 10:30 AM – 12:30 PM Review of last meeting All [120'] 12:30 PM – 02:00 PM Lunch [90'] 02:00 PM – 04:00 PM Going Forward All [120'] 04:00 PM – 04:20 PM Coffee Break [20'] > 04:20 PM – 05:20 PM Critical Review I. Plod [60'] Day 2: 6/4/12, (08:00 AM – 05:00 PM) <i>Location: Seminar Room 1a</i> The second day of the spring conference on Creative Agendas. 08:00 AM – 08:45 AM Analytical Agendas P. Sprig [45'] 08:45 AM – 09:30 AM Who needs agendas? Dr S. Ceptic [45'] 09:30 AM – 10:00 AM Forming the perfect agenda K. Smith [30'] 10:00 AM – 10:20 AM Coffee Break [20'] 10:20 AM – 11:20 AM Review of last meeting All [60'] -----	Day 1: 5/4/12, (08:00 AM – 05:00 PM) <i>Location: Seminar Room 1a</i> The first day of the spring conference on Creative Agendas. 08:00 AM – 08:45 AM Welcome and Introduction Mr Boss [45'] 08:45 AM – 09:30 AM The state of the union A. N. Underling [45'] 09:30 AM – 10:00 AM Current Activities J. Blogs [30'] 10:00 AM – 10:30 AM Coffee Break [30'] 10:30 AM – 12:30 PM Review of last meeting All [120'] 12:30 PM – 02:00 PM Lunch [90'] 02:00 PM – 04:00 PM Going Forward All [120'] 04:00 PM – 04:20 PM Coffee Break [20'] > 04:20 PM – 05:20 PM Critical Review I. Plod [60']	Day 2: 6/4/12, (08:00 AM – 05:00 PM) <i>Location: Seminar Room 1a</i> The second day of the spring conference on Creative Agendas. 08:00 AM – 08:45 AM Analytical P. Sprig [45'] 08:45 AM – 09:30 AM Who needs agendas? Dr S. Ceptic [45'] 09:30 AM – 10:00 AM Forming the perfect agenda K. Smith [30'] 10:00 AM – 10:20 AM Coffee Break [20'] 10:20 AM – 11:20 AM Review of last meeting All [60']

As well as ordering of the sessions, each session has a number of view settings which you can use to adjust the final agenda. To get to these view settings, select a session and click the “view” mode under the editor pane:



Contents

Import settings from session: Day 1

☒ Color by Theme: ☒ Include Date/Time ☒ Include location

Itemize Style: Times

HTML Table

Info: 10 Time: 90

Title: 350 Speaker: 200

Duration: 100 Seperator: 20

Item Table Padding: 2

☐ Show table cell borders with width: 1

Border Color: [Color Picker]

Fonts

Font: Lucida Grande - 12.0pt

☒ Use Meeting Font [Select]

The top section of the session view settings is concerned with session contents and their look. For example, here you can select how agenda items are itemized (by time, numbered, etc) in the session. Here you can also choose if the items in this session should be colored according to their theme (if the layout supports item coloring).

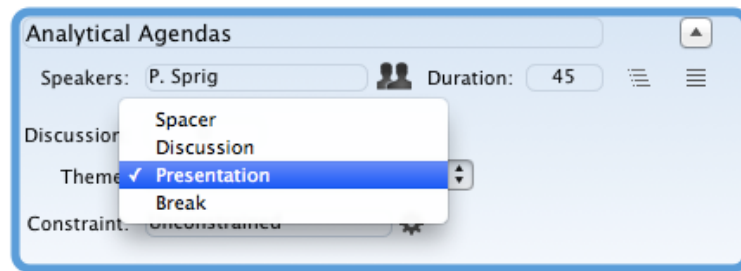
The middle section deals with the fine details of laying out the elements in the agenda items table. Most of the layouts you will use in Agenda use html tables to present the agenda items. The values here allow you to resize the various columns to improve the look.

The bottom section just allows you to choose the font used for this session. Alternatively, just select “Use Meeting Font” to adopt the font defined in the meeting view settings.

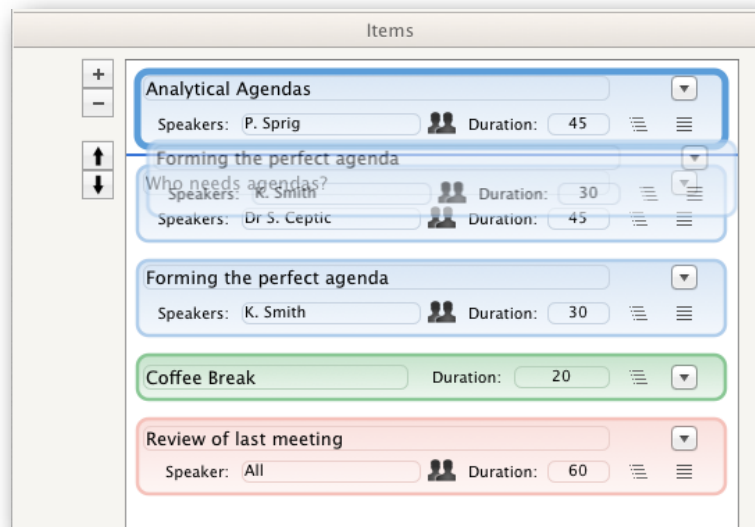
6.3. Ordering the items

Agenda items will appear in the order in which they are arranged in the item list. If unconstrained, the times for an agenda item will be calculated according to the start time of the session and the duration of all preceding items. Constrained items will appear in the agenda at the time dictated by the constraint. Subsequent items will continue from there.

To order items, you can either drag and move them in the item list, or select the item and use the up/down buttons to the left of the item list, or use menu items “Meeting -> Move selected items up” (cmd up arrow) and “Meeting -> Move selected items down” (cmd down arrow).



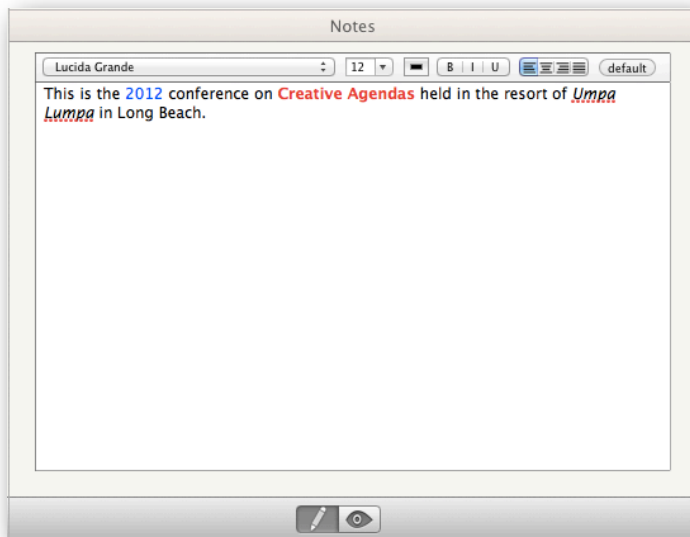
If the “Color by Theme” view setting is selected on the session, then items will be colored according to their theme. To select a theme for an item, click on the “advanced” button to reveal the theme drop-down menu (see figure above).



7. Comments and Minutes

Comments and notes can be added to meetings, sessions and agenda items. In addition, discussion and presentation items can have minutes associated with them. All of these can be shown on the final agenda (if selected in the meeting view settings).

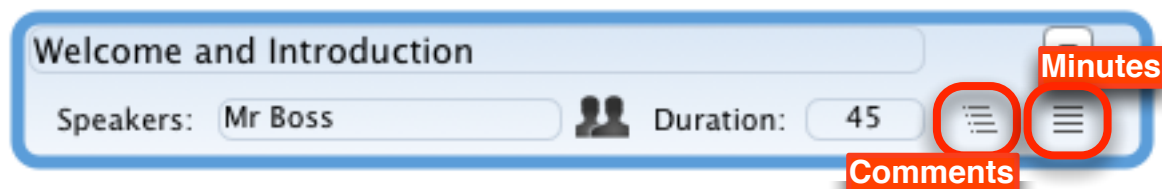
To add notes to a meeting, select the meeting in the navigation tree, and enter notes in the bottom section of the meeting editor:



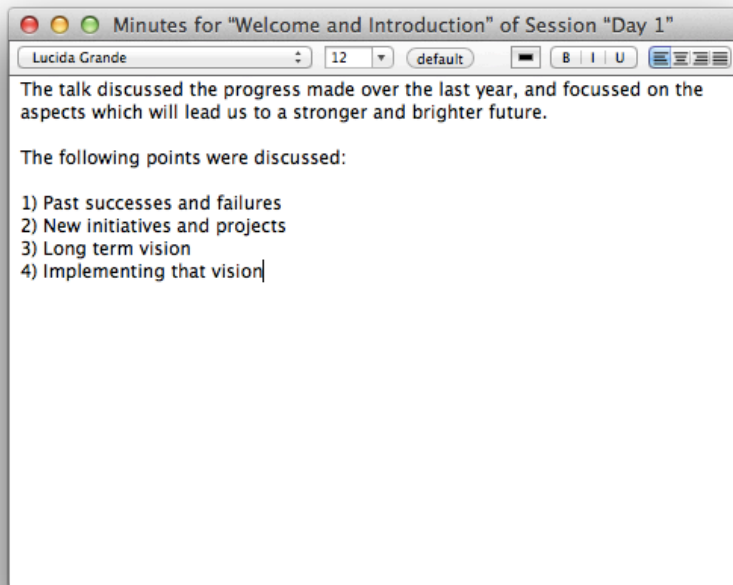
You can enter text in different fonts, with different colors, and this will all be reflected on the final agenda.

If you select a session on the navigation tree, then you can edit notes for the session in a similar manner. Here the note entry field is restricted in size (to give more space to the items list) but you can open a larger editor by clicking on the 'pencil' button to the left of the notes editor .

When it comes to entering comments and minutes for agenda items, you can do this by clicking on the appropriate button on the particular item:



One difference here is that you get a standalone editor window for comments and minutes of each agenda item, allowing you to have multiple minutes windows open, to ease capturing during the meeting itself.



8. Imports, Exports and Archives

Agenda2 has an extensive import and export system that allows you to

- 1) share meeting agendas with colleagues and friends
- 2) create comprehensive or individual backups

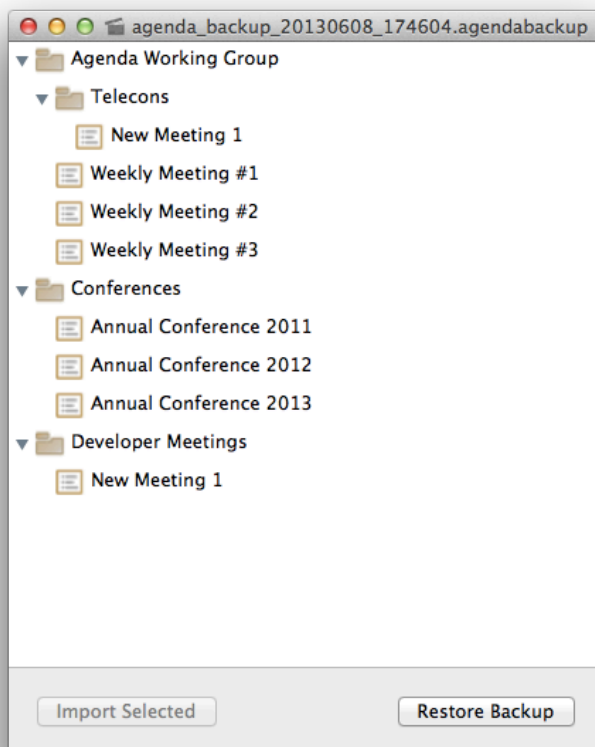
To export a meeting to disk, select the meeting and use the “Meeting -> Export -> Agenda File” menu. This creates a “.agenda:” file on disk, which can later be imported using the “Meeting -> Import Meetings” menu item.

You can create a full archive of all your meeting agendas by using the “File -> Create Archive” menu command. This will create an “agendabackup” file on disk which contains a full backup of all categories and meetings in Agenda2.



agenda_backup_20130608_174604.dabackup

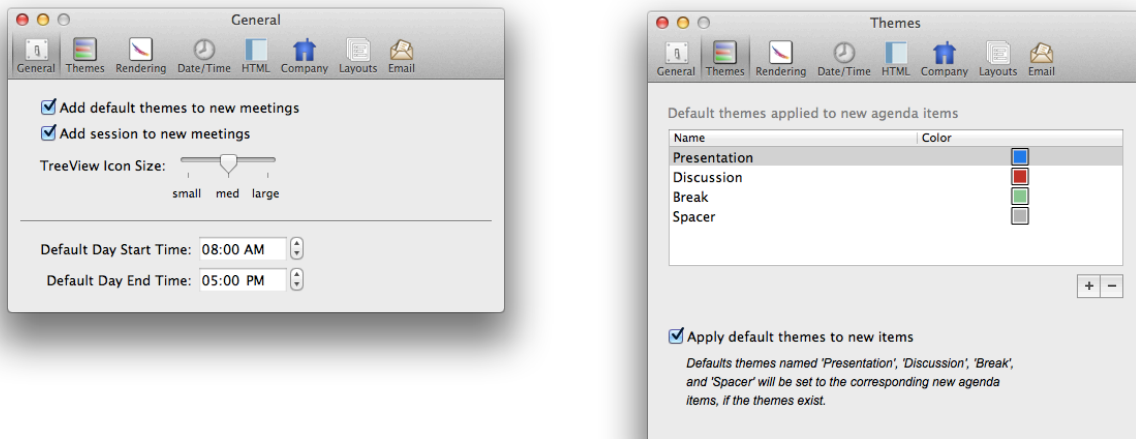
You can then open this archive using the “File -> Open Archive” menu command:



From the archive window, you can select meetings and import them, or restore the full backup, discarding all the meetings and categories currently present in Agenda2.

9. Preferences

Agenda2 is highly configurable, and a lot of this lies in the application preferences. To open the preferences, click the “Agenda2 -> Preferences” menu.



9.1. General Preferences

Under the General preferences tab, you can select some default behaviour of the application, for example, whether or not the default themes (see below) are added to new meetings, the default start and end time for a day, and so on.

9.2. Themes

The themes defined here will be present in new meetings if the appropriate setting is made in the General preferences. Themes can have any name you want, but there are 4 special names, **Presentation**, **Discussion**, **Break**, and **Spacer** which will be applied by default to new items of those types.

9.3. Rendering

Under the Rendering tab, you can set some of the default view settings for new meetings and sessions. These will not affect existing meetings and sessions - only new ones.

9.4. Date / Time

The Date/Time tab allows you to set the format for dates and times across all meetings, including existing ones.

9.5. HTML

The HTML tab presents some further default settings that will be adopted by new sessions. Existing sessions will be unaffected by changes made here. These settings reflect the HTML section of the session view settings discussed earlier.

9.6. Company

Under the Company tab you can enter a default company header (title, subtitle and logo) which will be automatically applied to new meetings.

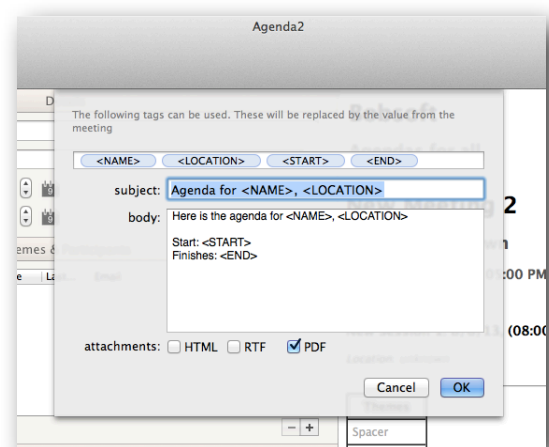
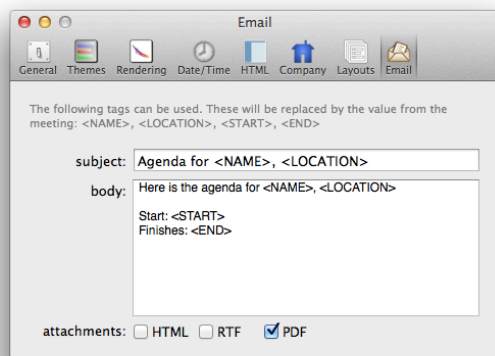
9.7. Layouts

The Layouts tab gives you access to the different layouts installed in Agenda2. Here you can also create new layouts. See the “Layouts” section below for further details.

9.8. Email

When emailing agendas, you will be offered a drop-down sheet which allows you to edit the email subject, body text and attachments. To email an agenda, select the meeting in the navigation tree and click “Meeting -> Email Agenda ...” and you will see the following drop-down sheet:

The default entries here can be set in the Email tab in the preferences:



10.Layouts

10.1.Introduction

As of version 2.0, Agenda2 has layout schemes which change how the final agenda is displayed. Agenda2 comes with some built-in layouts, but you can easily create your own.

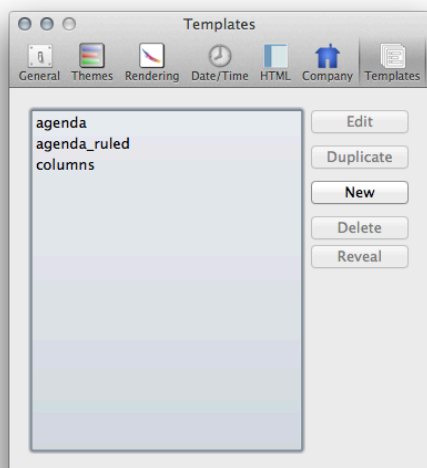
Layout files are a mix of html and some special markup language (based on [MGTemplateEngine](#) by Matt Gemmel).

Layouts can be edited directly within Agenda2 and the results can be seen live in the preview.

The best place to start is by duplicating an existing layout and modify the contents.

10.2.Editing and creating Layouts

Editing and creating layouts is done through the Agenda2 preferences. The built-in layouts can't be edited so first you need to select one and click the "Duplicate" button. The new layout can now be edited. You can rename the layout by double clicking the name in the list. To edit the layout click the "Edit" button. The layout will be opened in an editor.



10.3.Basic Template Syntax

Here are some basic syntax structures for writing templates. More detail can be found at <http://mattgemmell.com/2008/05/20/mgtemplateengine-templates-with-cocoa/>

Accessing Values

To use the various commands listed in the sections below, you enclose them in pairs of curly braces. For example, to get the HTML code for the header of a meeting, you can do:

```
{{ meeting.header }}
```

Iterators

You can iterate over arrays of items. For example, here is the command to iterate over the meeting sessions:

```
{% for session in meeting.sessions %}  
  {{ session.header }}  
{% /for %}
```

Within the loop, you can use the variable 'session' to access the properties of the session.

And here is the command to iterate over the agenda items in a session:

```
{% for item in session.sortedItems %}  
  <!-- Do things with 'item' -->  
{% /for %}
```

Applying Formatters

Some variables return values which can not be displayed in HTML. For these, you need to transform them first using formatters. The section "Formatters" below lists the available formatters. To apply them, you need to pass the variable to the formatter. For example, if we are interested in the font for a meeting, then we access the value with `meeting.meetingSettings.font`. We can format this to get the font family or size in pixels using the `unarchive_font` formatter. Here's how to do this in the body of a CSS block within an HTML document, for example:

```
<head>  
  <STYLE TYPE="text/css">  
    <!--  
      BODY  
      {  
        color:black;  
        background-color:white;  
        font-family: {{ meeting.meetingSettings.font | unarchive_font:  
"family" }};  
        font-size:{{ meeting.meetingSettings.font | unarchive_font: "size" }}px;  
      }  
    -->  
  </STYLE>  
</head>
```

Here's an example of formatting a color value to a hex string for use in HTML:

```
<table bordercolor="#{{ session.sessionSettings.borderColor |
unarchive_color_format: "hex" }}">
```

Logic Structures

A number of the variables you can access return a boolean, yes or no. You can use these to form logical constructs in the templates. For example, you can decide whether or not to display a table with borders or not by accessing the session.sessionSettings.showBorders variable and using it in an 'if' statement like this:

```
{% if session.sessionSettings.showBorders %}
  <table border="1">
{% else %}
  <table border="0">
{% /if %}
```

10.4. Formatters

Input	Formatter	Description
Font Object	unarchive_font: "family"	Returns the font family
Font Object	unarchive_font: "size"	Returns the size in pixels
Color Object	unarchive_color_format: "hex"	Returns the color in hex suitable for use in html

10.5. Meeting commands

Command	Description
meeting.header	Returns the meeting header which is a composite of the meeting name, location, company header etc.
meeting.name	Returns the name of the meeting
meeting.location	Returns the location of the meeting
meeting.comments	Returns the comments for the meeting
meeting.interval	Returns the time interval for this meeting using the format specified in the meeting settings.
meeting.startDateTime	Returns the start date and time of the meeting

Command	Description
meeting.endDateTime	Returns the end date and time of the meeting
meeting.startDate	Returns the start date of the meeting
meeting.endDate	Returns the end date of the meeting
meeting.startTime	Returns the start time of the meeting
meeting.endTime	Returns the end time of the meeting
meeting.meetingSettings	Returns the meeting settings object for the meeting
meeting.sessions	Returns an array of the sessions in the meeting in the order they are arranged in Agenda2

10.6.Meeting Settings Commands

Command	Description
meeting.meetingSettings.locationColor	Returns the color object set for the meeting location
meeting.meetingSettings.titleColor	Returns the color object set for the meeting title
meeting.meetingSettings.dayColor	
meeting.meetingSettings.commentColor	
meeting.meetingSettings.minutesColor	
meeting.meetingSettings.companyTitleColor	
meeting.meetingSettings.companySubtitleColor	
meeting.meetingSettings.includeThemeKey	
meeting.meetingSettings.includeMinutes	
meeting.meetingSettings.includeComments	
meeting.meetingSettings.includeGenerationTime	

Command	Description
meeting.meetingSettings.includeLocation	
meeting.meetingSettings.includeDateTime	
meeting.meetingSettings.showCompanyHeader	
meeting.meetingSettings.companyTitle	
meeting.meetingSettings.companySubtitle	
meeting.meetingSettings.companyLogo	
meeting.meetingSettings.companyLogoType	
meeting.meetingSettings.font	

10.7.Session Commands

Command	Description
session.header	Returns the session header which is a composite of the session name, location, etc.
session.startDayString	Returns the day (as a string) on which the session starts formatted according to the Agenda2 settings.
session.endDayString	Returns the day (as a string) on which the session ends formatted according to the Agenda2 settings.
session.startTimeString	Returns the time (as a string) at which the session starts formatted according to the Agenda2 settings.
session.endTimeString	Returns the time (as a string) at which the session ends formatted according to the Agenda2 settings.
session.name	Returns the name of the meeting
session.location	Returns the location of the meeting
session.comments	Returns the comments for the meeting
session.sortedItems	Returns an array of agenda items sorted according to the arranged order.
session.sessionSettings	Returns the session settings object for the session

10.8.Session Settings Commands

Command	Description
<code>session.sessionSettings.borderColor</code>	Returns the color object set for the borders of any item tables in this session.
<code>session.sessionSettings.borderWidth</code>	Returns the border width which can be used for any item tables in this session.
<code>session.sessionSettings.showBorders</code>	
<code>session.sessionSettings.itemPadding</code>	Returns the value set for the table padding for this session.
<code>session.sessionSettings.titleFieldWidth</code>	Returns the value set for the title field width used for any item tables in this session.
<code>session.sessionSettings.durationFieldWidth</code>	Returns the value set for the duration field width used for any item tables in this session.
<code>session.sessionSettings.speakerFieldWidth</code>	Returns the value set for the speaker field width used for any item tables in this session.
<code>session.sessionSettings.infoFieldWidth</code>	Returns the value set for the information (overrun, constrained, etc) field width used for any item tables in this session.
<code>session.sessionSettings.timeFieldWidth</code>	Returns the value set for the time field width used for any item tables in this session.
<code>session.sessionSettings.sepFieldWidth</code>	Returns the value set for the time separator width used for any item tables in this session.
<code>session.sessionSettings.itemizeStyle</code>	Returns the value itemize style: • 0 == none • 1 == bullets • 2 == numbered • 3 == times
<code>session.sessionSettings.colorByTheme</code>	

Command	Description
<code>session.sessionSettings.useMeetingFont</code>	
<code>session.sessionSettings.includeLocation</code>	
<code>session.sessionSettings.includeDateTime</code>	
<code>session.sessionSettings.font</code>	

10.9. Agenda Item Commands

Command	Description
<code>item.tableRow</code>	Returns a formatted HTML table row respecting the settings in Agenda2.
<code>item.infoString</code>	Returns the information string for this agenda item.
<code>item.itemizeString</code>	Returns the itemize string for this agenda item. This will be either empty, a bullet, a number or a time range, depending on the settings.
<code>item.titleString</code>	Returns the title string for this agenda item.
<code>item.speakerString</code>	Returns the speaker string for this agenda item.
<code>item.durationString</code>	Returns the duration string for this agenda item.